



STATEWIDE PERSONNEL
— S Y S T E M —

Update or Cancel a Delegation Request

November 2014



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Update or Cancel an Existing Delegation Request



Modify an existing delegation at any time by:

- Updating the delegation period (extend or shorten the delegation time)
- Adding or changing the people to whom you are delegating tasks
- Updating the tasks that are being delegated
- Canceling a delegation

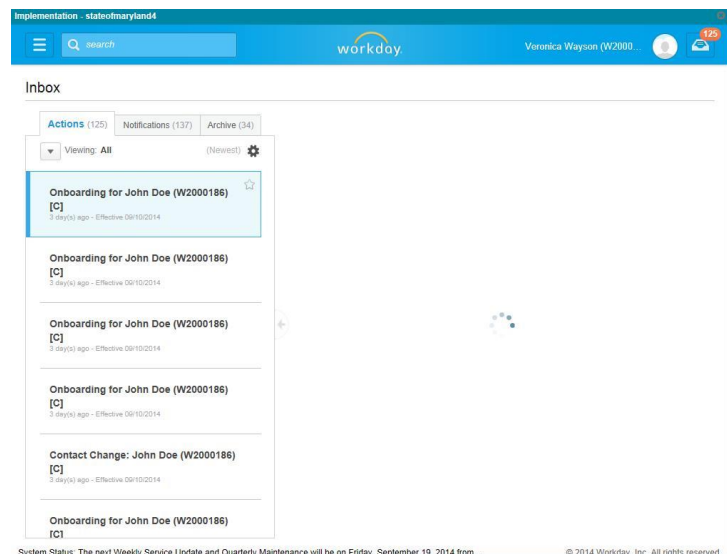
Your delegate(s) will receive a notification informing them of any approved changes.

The procedure to modify an existing delegation follows.

Procedure:

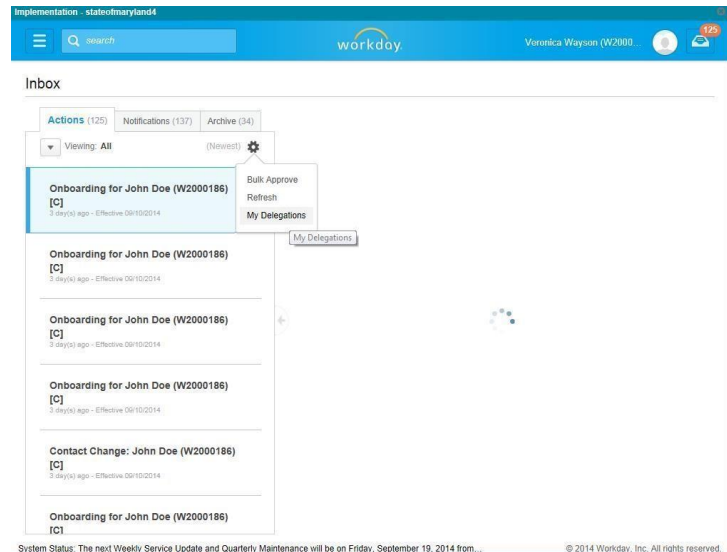
1. Select the Inbox  icon.
2. Click the **View Inbox.**  hyperlink.

Inbox



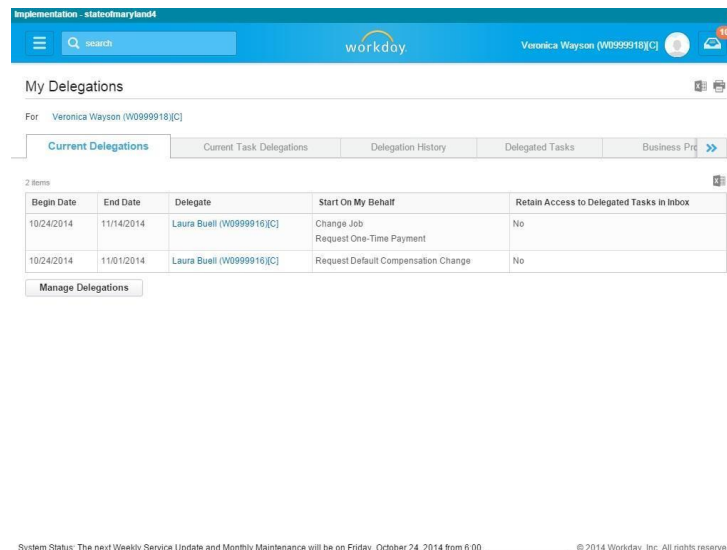
3. Click the **Settings**  icon.

Inbox



- Click the **My Delegations** [My Delegations](#) hyperlink.

Inbox



- On the My Delegations page, view current delegations, delegated tasks, and delegation history, if desired.

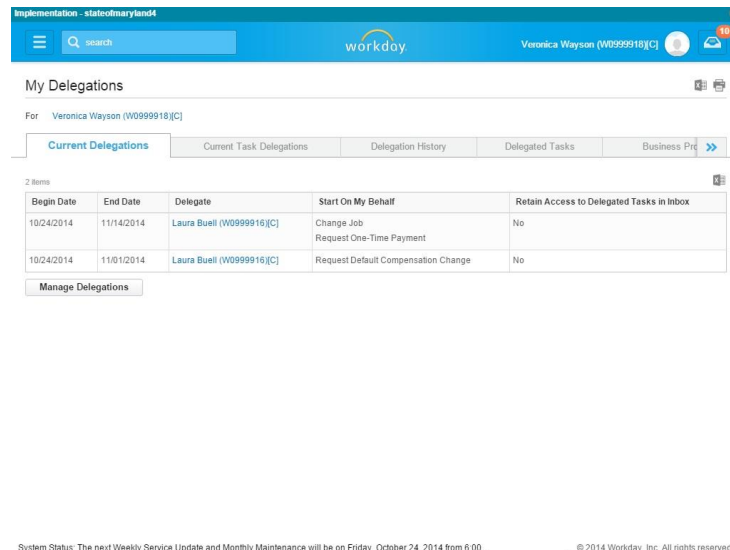


Information: Currently active delegations display on the **Current Delegations** and **Current Task Delegations** tabs.

Tasks delegated to you display on the **Delegated Tasks** tab.

You can also view your **Delegation History** as well, detailing any of your past delegations by clicking on each delegation link.

Inbox



Implementation - statofmaryland4

workday Veronica Wayson (W0999918)[C]

My Delegations

For Veronica Wayson (W0999918)[C]

Current Delegations

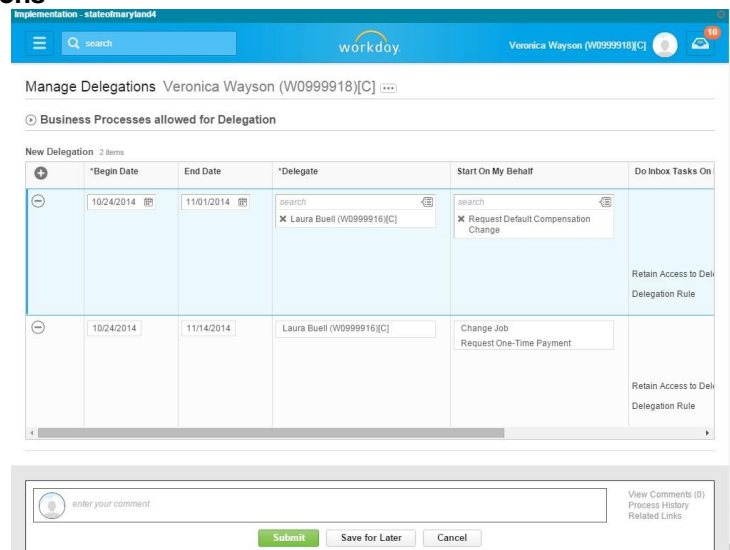
Begin Date	End Date	Delegate	Start On My Behalf	Retain Access to Delegated Tasks in Inbox
10/24/2014	11/14/2014	Laura Buell (W0999918)[C]	Change Job Request One-Time Payment	No
10/24/2014	11/01/2014	Laura Buell (W0999918)[C]	Request Default Compensation Change	No

Manage Delegations

System Status: The next Weekly Service Update and Monthly Maintenance will be on Friday, October 24, 2014 from 6:00... © 2014 Workday, Inc. All rights reserved.

6. Click the **Manage Delegations** button.

Manage Delegations



Implementation - statofmaryland4

workday Veronica Wayson (W0999918)[C]

Manage Delegations Veronica Wayson (W0999918)[C]

Business Processes allowed for Delegation

New Delegation 2 Items

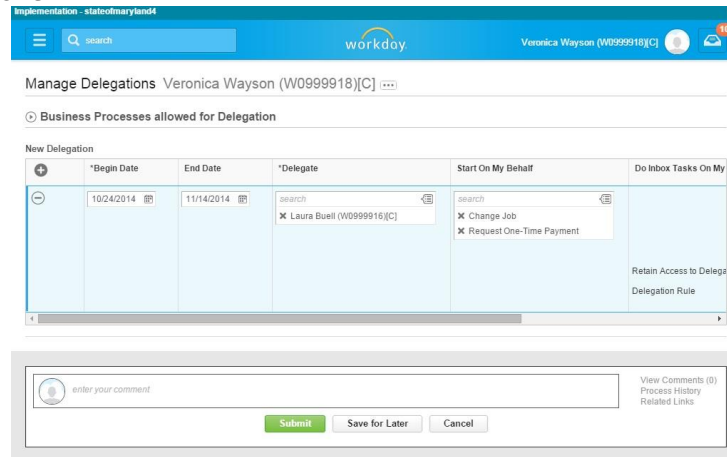
	*Begin Date	End Date	*Delegate	Start On My Behalf	Do Inbox Tasks On
Remove Row	10/24/2014	11/01/2014	Laura Buell (W0999918)[C]	Request Default Compensation Change	Retain Access to Delegated Tasks in Inbox
Remove Row	10/24/2014	11/14/2014	Laura Buell (W0999918)[C]	Change Job Request One-Time Payment	Retain Access to Delegated Tasks in Inbox

Submit Save for Later Cancel

View Comments (0)
Process History
Related Links

7. To cancel a delegation, click the Remove Row icon at the beginning of the row.

Manage Delegations



System Status: The next Weekly Service Update and Monthly Maintenance will be on Friday, October 24, 2014 from 6:00... © 2014 Workday, Inc. All rights reserved.

8. To update an existing delegation, change one or more of the following fields:

- Begin Date (if delegation period has not already started)
- End Date
- Delegate
- Start on My Behalf (if you initiate one or more business processes)
- Fields in the Do Inbox Tasks on My Behalf column (for approvers and others that do initiate but receive tasks in their inbox)

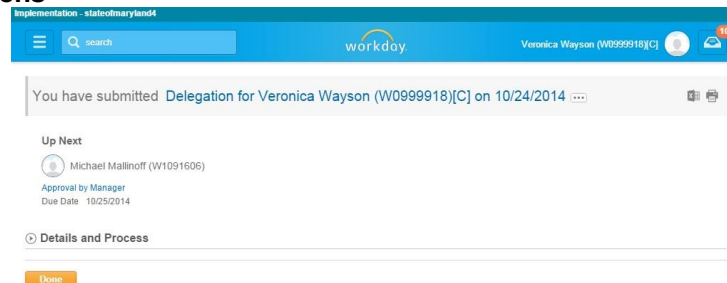
9. Click the **Submit**  button.



Tip: If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click **Save for Later** to save your changes but not submit
- Click **Cancel** to cancel the process and start at another time

Manage Delegations



System Status: The next Weekly Service Update and Monthly Maintenance will be on Friday, October 24, 2014 from 6:00... © 2014 Workday, Inc. All rights reserved.

10. Click the **Done**  button.



Information:

You have submitted the delegation update/cancellation request. Updates to a delegation may be sent for approval to a manager.

Your delegate(s) will receive a notification informing them of any approved changes.



Tip: After completing a task in the business process you can view the next step.

- Click the drop-down arrow next to **Details and Process** to expand the section.
- Click the **Process** tab to see the path that the process will take.

11. The System Task is complete.